The Ultimate Atari Database Manager

MEGAFILER

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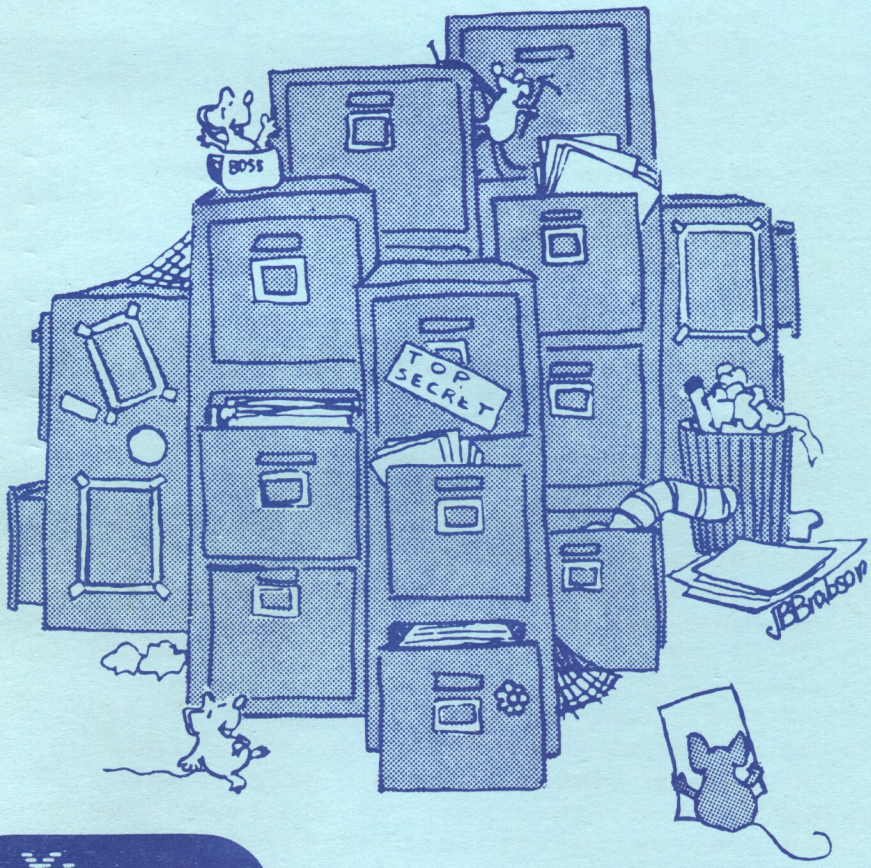
by Jerry Kwit



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MEGAFILER

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OVERVIEW

Congratulations on purchasing MEGAFILER, one of the most powerful information managers for your Atari. MEGAFILER is an easy to use Database System for Atari Computers with at least 48K. It incorporates menus and prompts which guide you through all the various functions with little need to look at the documentation. Extensive error checking and recovery is included to help with responses and data entry. MEGAFILER can be termed a 'file manager' in that it manipulates a file of data and produces various reports and displays based on your criteria. Any type of information can be entered into MEGAFILER; for example record collections, mailing addresses, tax receipts, financial records, and magazine articles. These files can then be searched to produce reports on your printer or displays on the screen. Records can be added, updated, deleted, sorted and modified.

BOOT PROCEDURE

Before running MEGAFILER, make sure you have some blank formatted disks. Format your disks from regular Atari DOS.

Turn off everything. Remove any cartridges from your computer. Turn on your printer interface and printer if you are planning to print reports or labels. Turn on the disk drive. Place the disk in the drive (drive #1, if you have more) and turn on your computer. Hold the OPTION button while booting if necessary. The first screen is the MAIN MENU. If the program does not run, double check everything and try again.

MAIN MENU

To make a choice from the Main Menu, type in the first letter of your selection. The program you picked will then run.

DISK DIRECTORY--lists specified disk directory on screen.

CONTENTS--displays the definition of a database and shows the NAMES, LENGTHS, and TYPES of the fields.

NEW DATABASE--lets you create the file to your specifications. Up to 15 fields of CHARACTER or NUMERIC data can be defined. The maximum length of a field is 90 characters, and the maximum record length is 255 characters.

ENTER DATA--allows you to specify repeating fields to speed data entry, and has a formula option to calculate a numeric field.

ACCESS DATABASE--retrieves records to display on screen or printer, edits individual records, makes global changes to the entire file, or deletes individual records. All of these functions are performed on the basis of your search criteria.

REPORT GENERATOR--lets you control the order of the fields to be printed, sums up numeric fields, subtotals on key field change, automatically formats the printed report, and searches for records with criteria you supply.

LABEL GENERATOR--will print labels from the database with 1, 2, or 3 data fields per line in any order. You can also print personal labels with up to 10 lines of information.

MODIFY DATABASE--redefines a MEGAFILER database by adding or deleting fields, modifying field sizes, or changing field

names.

NOTE: Responding '&EXIT' to the prompt 'ENTER NAME OF DATABASE' will return you to the main menu. Single drive systems need to have the program disk in the drive.

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DISK DIRECTORY

This selection will list the file names on the disk of the specified drive. When you choose this option you will be asked for the drive number, enter 1-4. Hit RETURN to go back to the MAIN MENU.

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CONTENTS

Use this option to display the definition of a database. The NAMES, LENGTHS and TYPES of fields are displayed. Just enter the 1-8 character name of the database and the disk drive number (1-4).

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NEW DATABASE

This is the first step in creating your database. After you select this option you will be asked for a name for the database. Enter a 1-8 character legal Atari file name without a drive specification or extender. Then enter the drive number where the database will be created. If you have only one disk drive, make sure you have a work diskette in the drive.

The program will then open a file on the disk and prompt you to enter your database definition. You will be asked for the FIELD NAME, LENGTH, and TYPE (CHARaracter, NUMber,

or DOLlaR) for each field in the database. Field names are 2 to 12 characters long, and any character is legal. The field names are entered in inverse video for display purposes, but they should not be changed as the program functions depend on their inverse state.

The maximum length of each field is 90 characters, the maximum number of fields is 15, and the maximum record length is 255 characters. Fields defined as 'DOLR' will always have a length of 13. If the database record exceeds 255 characters, you will get a chance to change the field lengths. When you have finished defining the database type '&EXIT' and you will see the final definition. You now have the option to Save or Redo it. If you save the definition the program will create the definition file on the work disk and then ask 'DO YOU WANT TO ENTER DATA Y/N'. If you only have one disk drive, put the MEGAFILER program disk in the drive. If you answer 'Y' the ENTER DATA program will then load into memory. If you respond 'N' you will return to the MAIN MENU.

NOTE: MEGAFILER creates a definition file for each database. The main database file is the name which you entered, and the definition file has the same name with an extender of '.FRM'.(last three positions of file name). Do not delete this file unless you want to delete the entire database.

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ENTER DATA

This program can be used from the NEW DATABASE program or directly from the MAIN MENU. Use this program to enter your information into the database. The first thing you will see with this program is the prompt to enter the database name. Enter the 1-8 character database name. The next prompt asks for the

drive number. Enter 1-4. If the database is found you will then see the definition and be asked if you have a formula to enter.

USING A FORMULA: A formula may be used to calculate a numeric field defined in the database using 1 or more existing numeric fields. For instance, if you have a field called COST and a field called TAXRATE, you may want to calculate a field called TAXCOST. TAXCOST = COST * TAXRATE. This formula can be entered into the program so that the calculation will be performed for every record entered. When you respond 'Y' to the question 'DO YOU WANT TO ENTER A FORMULA' you will see the numeric fields in the database labeled 'VR(#)' and the question 'FIELD TO COMPUTE'. Enter the name of the numeric field to be computed. The numeric field must come from the list on the screen. You will then see the field name followed by '='. Enter the formula here using the VR names. For instance, TAXCOST=VR(2)*VR(5). The prompt 'OK to proceed Y/N' will appear. Type 'Y' to continue, 'N' will let you change the formula. The formula will then be entered into the program. When it comes time to enter data for the TAXCOST field just hit RETURN and the field will be calculated automatically. Computed fields are labeled 'COMP' when you are entering data.

The field to be calculated can also be used in the formula. For example, COST = COST + TAX. You will refer to COST and TAX using their VR(#) names. The 'FIELD TO COMPUTE' is COST, and if COST'S VR(#) name is VR(2) and TAX'S VR(#) name is VR(5), the formula is COST = VR(2) + VR(5). It is also possible to make COST a repeating field, which could give you a running balance.

Valid Arithmetic Operators include:

( )	Parentheses
=	Equals sign
-	Negative number
^	Exponent
*	Multiplication
/	Division
+	Addition
-	Subtraction

NOTE: There could be a SYNTAX ERROR in the formula if it is entered wrong. You will get a chance to correct the formula.

REPEATING FIELDS: At this point you will be asked if there are any repeating fields. A Repeating field retains it's value from record to record until you change it. If, for instance, you are entering mailing list data that contains many entries in one CITY, for example Chicago, make CITY a repeating field and you will only have to type Chicago once. Just hit RETURN to retain the old value.

NOTE: You can routinely make all the fields repeating to help with the correcting of records while entering data. In case you want to REDO a record for some reason, you will only have to hit RETURN until you come to the field you want to change, then type in the correction.

Respond 'Y' to the prompt 'ANY REPEATING FIELDS?'. Respond 'Y' again for each field you want to be repeating, or '&EXIT'. When entering information, repeating fields are marked with an 'R'.

The next screen shows the database definition, the record length, the record number to be entered, and the current value of the field (if it is a repeating field). The cursor is on the line that says 'ENTER <field name> R' (if

repeating). Now you can start entering data. Hit RETURN after each entry. You will get an error message if you've entered too much information for the field or you try to enter character data into a numeric field. Any letters, numbers or special characters are valid in a character field. Hit RETURN to skip a field, or to retain the old value in a repeating field. To change the value of a repeating field simply type the new value. Character fields that are skipped, are assigned the value '*', and numeric fields are assigned '0'. You are prompted for data in all fields. After the record is complete it is displayed, giving you the option to SAVE or REDO. Hit RETURN to save, enter 'R' to REDO.

After you are through entering your information, type &EXIT to the prompt for the first field of data in the record. Your database will be closed and you are asked if you want to RETRIEVE data. If you have one disk drive, insert the MEGAFILER program disk in the drive. If you respond 'N' you will return to the MAIN MENU, if you answer 'Y' the ACCESS DATABASE program will load.

NOTE: The MODIFY option looks for three percent signs '%%%' in a row to strip deleted records from the file. Do not use this combination in your data.

NOTE: If the diskette becomes full while entering data, you will be asked to place a new diskette in the work drive. In this case you can continue entering data but the new file on the new disk will be treated as a separate database for all subsequent processing. It will have the same name as the original.

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ACCESS DATABASE

The ACCESS DATABASE option can be entered directly from the MAIN MENU or from the ENTER DATA program. You are asked for the database name (1-8 characters) and drive number (1-4). Then the database definition is displayed along with a prompt to SELECT a RETRIEVAL KEY.

RETRIEVAL KEYS: A retrieval key is simply one of your fields that is loaded into memory to facilitate fast searching. For instance, if you have a mailing list database and want to see all the records with a ZIPCODE of '21314', make the ZIPCODE the retrieval key, and all the zipcodes in the database will load into memory to be searched. Remember that retrieval keys use up memory, so the number of keys that can be loaded depends on the number of records in the database and the size of the key. Generally if you have a five position key you can load about 2000 records.

The key can be any length up to the length of the field. The next prompt on the screen asks you how many positions of the key you want to load. This is helpful if you have a large field you want to use as a key, say 25 positions, but you know you won't have enough memory. If you can get by with only the first five positions for searching, simply enter 5 to the prompt for NUMBER OF POSITIONS. Only the first 5 positions of the field will load into memory. If memory space is exhausted while loading the key you will get an error message, memory will be cleared and the program restarted. You will have to use a smaller key. After the KEY is loaded the database definition is displayed along with the number of KEYS LOADED and the number of FREE BYTES.

SEARCH CRITERIA: Search criteria help you find the specific records in the database that

you are interested in. The message 'ENTER SEARCH CRITERIA OR &EXIT' appears on the screen. The program will now search the database for individual records or groups of records based on your criteria.

The cursor is positioned next to the first field name in the database. The computer is waiting for you to enter the search criteria for that field. (Typing '&EXIT' will display the internal menu.) For example, if the field was ZIPCODE you could enter '20214' and the program would search all records in the database looking for '20214' in the ZIPCODE field. If it found one, the entire record would be displayed on the screen. The search won't take place until you go through all the fields of the database in this manner. If you're not interested in a field for a particular search, simply hit RETURN without entering anything and the next field will be displayed.

When the KEY FIELD comes up, the words 'KEY FIELD' will be displayed next to the field name. Enter your search criteria here just as you would for any other field, but remember not to exceed the number of positions of the key if you loaded a partial field. The fastest searches occur when the KEY FIELD is the only one used in the search. If you define other fields for your search, it will take longer because the database will be accessed to check the other specified fields.

Search criteria can be entered for all the fields if necessary. THE PROGRAM CHECKS TO SEE IF THE FIELD CONTAINS THE SEARCH CRITERIA, NOT IF IT EQUALS THE SEARCH CRITERIA. For example, you could enter 'SMI' as the search criteria for a NAME field, and retrieve all records that CONTAINED 'SMI' in the NAME field. SMITH, SMITHFIELD, ALLSMIRE, SMILE, SASMILE, COWSMILK, will all be found and their records displayed. Of course if you are only

looking for a particular record enter the exact name- SMITHFIELD.

RELATIONAL OPERATORS: After you enter search criteria for the KEY FIELD, you will see relational operators with the numbers 1-7 above them. Choose the operator you want to use for searching the KEY FIELD and enter its number.

The number you select will [illegible] the search criteria entered for the [illegible] FIELD to be compared against the database using the corresponding relational operator. For example, if the search criteria entered for ZIPCODE is '20140', and you want all the zipcodes that are 'equal' to '20140' enter the number 1. If you want the zipcodes that are less than '20140' enter number 2. For zipcodes greater than '20140' enter number 3. For zipcodes greater than and equal to '20140' enter number 4. For zipcodes less than and equal to '20140' enter number 5. For all zipcodes not equal to '20140' enter number 6. If you want to see records within a range of zipcodes enter number 7. When you enter number 7 you will be asked for another zipcode to define the upper range. The original zipcode entered '20140' is then the lower boundary and the new zipcode '20540' is the upper boundary. The database will be searched for all zipcodes between '20140' and '20540'. These operators only apply to the KEY FIELD. All other fields are compared to the database to see if they CONTAIN the search criteria. For example, you can search the database for all records which have a ZIPCODE greater than '20140', and a NAME that CONTAINS 'JOHN', and a SOCSECNUMBER that CONTAINS '393'. Once a record is found it is displayed on the screen.

NOTE: If you want to terminate a long search in ACCESS, REPORT GENERATOR, or LABEL GENERATOR, simply type 'C' and the search or report will be cancelled.

NOTE: To display all records in the database, use a null value for the KEY FIELD (just hit RETURN), and specify the not equal ('<>') operator, number 6.

The search begins after you have defined all the fields. When a record that contains your search criteria is found, it is displayed on the screen. If there is more information than can fit on one screen, you are prompted to hit SELECT to view the rest of the information. The following options will then appear:

OPTION - ACCESS DATABASE Internal Menu
SELECT - Continue search for more records
START - Enter new search criteria

When the database has been searched to the end, only the OPTION and START functions will be available.

ACCESS DATABASE INTERNAL MENU

Pressing OPTION after a record is displayed produces the following menu.

1. NEW KEY/DATABASE
2. SORT KEY
3. EDIT RECORD
4. DELETE RECORD
5. SEARCH- SAME KEY
6. GLOBAL CHANGE
7. QUIT

Enter the number of the function you want.

1. NEW KEY/DATABASE: This option allows you to change the retrieval key or change the database you are using. The ACCESS DB program is restarted and from there you can enter a new database name or the same database name if you only want to change the KEY.

2. SORT KEY: This option sorts the KEY FIELD in ascending or descending order.

3. EDIT RECORD: This option allows you to change any field in an individual record. When a record you want to change is displayed on the screen during a search, press the OPTION button to enter the internal menu then enter number '3'. There will be a prompt to edit the first field of data. To change a field simply type in the new information. If you don't want to change a particular field just hit RETURN. After you've made your changes, the changed record will replace the old one in the database. At this point the message 'RECORD REPLACED-PRESS START FOR SEQUENTIAL EDIT-PRESS OPTION TO RETURN' is displayed. If you hit START at this point the next record in the database is displayed for editing. The records are displayed in the order that the keys were loaded into the database unless the KEY FIELD has been sorted. If the KEY FIELD is sorted the records will be displayed in the order of the sorted key. This feature comes in handy if at some time in the future you decide to add a field to the database. You can sequentially go through each record and add the new data for the field. When you are through editing, pressing OPTION will return you to the internal menu.

4. DELETE RECORD: With this function a record can be deleted from the database. As with the EDIT function, when a record is displayed that you want to delete press the OPTION button for the internal menu then enter number '4'. The record will be displayed again, and you will be asked if this is the record you want to delete. If you respond 'Y' the record is deleted, if you respond 'N' you are returned to the internal menu. Deleted records are set to all percent signs. The space they take up is not released. They are removed when you use the MODIFY option.

5. SEARCH SAME KEY: This option puts you back at the screen that asks for search criteria. You can then start a search with new criteria and the same KEY FIELD.

6. GLOBAL CHANGE: This function will change one field in every record in the database to a new value based on the value of the KEY FIELD. For example, if you want to change all values of the ZIPCODE field to '60401' where the CITY (key field) equals 'Chicago' you would use this function. When you enter number 6, the database definition is displayed along with 'GLOBAL CHANGE &EXIT TO END' and the words 'CHANGE' and 'TO'. The cursor is next to the word 'CHANGE'. Here is where you enter the name of the field you want to change in the database, for instance, ZIPCODE. The cursor is now at the word 'TO'. Enter the value you want ZIPCODE changed to in the database, for instance, '60401'. After the value is entered, the words 'WHERE KEY EQUALS' will appear on the screen. Enter the value that will control the change of the ZIPCODE field. For example, if the KEY FIELD is CITY, you could enter 'Chicago', or any city name in your database to control the change. The database will then be searched for all records with 'Chicago' in the CITY (key field), and change the ZIPCODE field to '60401'. Since this function has the possibility of changing many records in the database, the KEY FIELD value will be checked as a true 'EQUAL' condition, not as a 'CONTAINS' condition. The value you enter after 'WHERE KEY EQUALS' must match the key exactly. It is also possible to change the KEY FIELD with this command, unless you have loaded a partial key. The program won't let you change a KEY FIELD unless all positions of the key have been loaded. If after entering number 6 you change your mind, just type '&EXIT' to return to the internal menu.

7. QUIT: This function will end the ACCESS DATABASE option and return you to the MAIN MENU. Always QUIT to leave the ACCESS DATABASE option. This ensures that the proper record count for the database has been saved with the definition.

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REPORT GENERATOR

This option can only be entered from the MAIN MENU. Enter the database name (1-8 characters) and drive number (1-4). Select a RETRIEVAL KEY. This is the same as under the ACCESS DATABASE option.

After the RETRIEVAL KEY loads, you will be asked if you want to 'SORT THE KEY FIELD Y/N'. Enter 'Y' to sort, or 'N'. The next screen has the database definition and asks for the REPORT SEARCH CRITERIA. Define your search criteria the same way as in the ACCESS DATABASE program. Refer to the sections on SEARCH CRITERIA and RETRIEVAL KEYS. After entering the search criteria, you will be asked for a TITLE for the report. The TITLE can be up to 50 positions in length and consist of any characters. The next prompt asks for a date. You can optionally use this field for a second title line of up to 30 positions. If you want to skip the TITLE or DATE just hit RETURN.

After you enter the TITLE and DATE you are asked to 'ENTER FIELDS FOR REPORT OR &EXIT'. Enter the names of the fields you want to see listed on the report. The fields will be printed in the order they are entered. You can enter them in any order, and you don't have to enter all the fields in the database. Just type '&EXIT' to end field entry. The names of the fields are used as the column headings. An asterisk appears next to the

selected fields.

The next prompt asks 'TOTALS OF NUMERIC FIELDS? Y/N'. The numeric fields can be accumulated during the generation of the report and a total printed for each field. After responding 'Y' you are asked for the numeric fields to total. Type in the field name. Type '&EXIT' to end field entry.

The next prompt asks 'SUBTOTALS ON KEYFIELD CHANGE? Y/N'. This option only makes sense if the KEY FIELD has been sorted. So if you want to use this option, sort the KEY FIELD. Whenever the KEY FIELD changes value during the report generation, a subtotal of the numeric fields is printed. For example, if you wanted to print an inventory total by DEPARTMENT and an overall total, make DEPARTMENT the KEY FIELD, sort it, enter 'Y' for the prompt 'TOTALS OF NUMERIC FIELDS', enter 'Y' for the prompt 'SUBTOTALS ON KEYFIELD CHANGE', and totals by DEPARTMENT will be printed along with an overall total for the report.

The report will start after the 'SUBTOTALS' prompt. If the fields you specified for the report require 80 to 132 characters to print on a line, the prompt "COMP PRINT CODES 'NO' OR 'PRT'?" will appear. Enter your printer codes for compressed print. Refer to your printer manual for this information. If your printer does not print in compressed mode (132 positions), enter 'NO' and you will be able to reenter the report fields. Enter the printer codes one at a time followed by RETURN. When you are finished type 'PRT'. The REPORT GENERATOR uses the field length or the length of the field name, whichever is longer, to determine the total line size. Four spaces separate columns.

(27:66:3)

If the report fields you specify go over 132 positions, you will have to reenter the report

fields. The REPORT GENERATOR will only print lines up to 132 characters including spaces between columns.

After the report is complete a menu is displayed. Enter 'R' and you can generate a report with new criteria. Enter 'K' and you can load a new KEY FIELD or database. Enter 'M' and the MAIN MENU is displayed. If you have a single drive, remember to place the MEGAFILER program diskette in the drive to return to the MAIN MENU.

NOTE: Numeric totals will accumulate with an accuracy of nine significant digits and two decimal places. If you choose to total a field with a TYPE of 'NUM' the total amounts may not be properly aligned under the individual columns. 'DOLR' type fields should be aligned properly.

****

LABEL GENERATOR

This option can only be entered from the MAIN MENU. Type in the name (1-8 characters) of the database and the drive number (1-4). Select a RETRIEVAL KEY (See section on Retrieval Keys). After the KEY FIELD loads you can sort it if you choose.

PERSONAL LABELS: You can generate labels of your choice with this option. After you enter 'Y' to the 'GENERATE PERSONAL LABELS' prompt, the first screen asks for the label input. Enter up to 10 separate lines of information for your labels. They will print exactly as they are typed. Type '&EXIT' to end label entry. The label is then displayed, and you are asked if it is 'OK TO PRINT Y/N'. A reply of 'N' returns you to the entry screen for labels. Reply 'Y' and you are asked 'HOW MANY LINES BETWEEN LABELS?'. Enter the number of spaces you want between labels. This will

allow you to adjust the alignment of the labels in the printer. It will probably be a trial and error procedure until you get correct spacing.

You are then asked 'HOW MANY LABELS?'. The first time enter 2 or 3 just to check the alignment of the labels. After the labels print adjust the printer accordingly. Answer 'Y' to the next prompt 'MORE LABELS?', and you will be returned to the 'HOW MANY LABELS' prompt. You now have a chance to readjust your printer or print the final labels. To leave this option reply 'N' to the 'MORE LABELS?' prompt.

REGULAR LABELS: If you respond 'N' to the 'GENERATE PERSONAL LABELS' prompt, you can print labels from a database file. The next prompt is 'ENTER CRITERIA FOR LABELS OR &END'. Enter search criteria as with the other options (See section on SEARCH CRITERIA).

You are then asked to 'ENTER FIELDS FOR LABELS OR &EXIT'. Fields may be printed in any order with a maximum of three fields per line. To accomplish this, simply enter the name of the field in response to the prompt 'ENTER LINE (n) FIELD (n).

For example, suppose you had a database with field names - LASTNAME, FIRSTNAME, and ADDRESS. You could have them print in that order on one line of the label by entering them as 'LASTNAME', 'FIRSTNAME', and 'ADDRESS'. The order that they are stored in the database does not matter. Only enter one name at a time followed by RETURN. The program keeps track of where the next field will be placed on the label. The prompt 'ENTER LINE (n) FIELD (n)' indicates the next location on the label. Hit RETURN by itself to go to the next line of the label. You must enter at least one field per line. Type '&EXIT' to end field selection.

(3 Lines for 15x Print)

You will now be asked 'HOW MANY LINES BETWEEN LABELS'. Enter the number of spaces you want between labels. An alignment check will then print. Adjust the labels accordingly. 'CHECK ALIGNMENT OK?' will display on the screen. If the alignment is correct enter 'Y' and the label printing will begin. Enter 'N' and you can readjust the labels with another alignment check.

After the labels are printed, or you answer 'N' to the 'MORE LABELS' prompt with the PERSONAL LABELS option, or you type '&END' when selecting fields, a special menu is displayed.

L - print new labels with different search criteria

K - change RETRIEVAL KEY or DATABASE

M - return to the MAIN MENU (One drive systems need to put the MEGAFILER program disk in the drive before selecting this)

NOTE: In the case of multiple fields per line, the program looks for two consecutive blank spaces to align the second or third field. If the fields you want to use as labels contain instances of two consecutive blanks in the data, the labels could be misaligned.

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MODIFY DATABASE

This option gives you the capability to change the structure of the database at any time. After creating a database, and loading some data, you may decide to add another field, delete a field, or change a field length or name. The data already stored in the database will not have to be reentered. The 'SEQUENTIAL EDIT' process in the ACCESS DATABASE option allows easy data entry for a

new field.

The MODIFY DATABASE option can only be entered from the MAIN MENU. You will be asked for the database name (1-8 characters) and drive number (1-4). The database definition is displayed along with the command line 'ADD DELETE RENAME LENGTH or &EXIT'. Enter the first letter of the operation you want to perform.

ADD: Enter 'A' and you will be asked for the name of the new field (12 characters maximum), the length of the field (90 characters maximum), and the type of field (CHAR, NUM or DOLR). The new definition will then be displayed along with the command line. If you want to add another field simply enter 'A' again. REMEMBER THAT THE MAXIMUM RECORD LENGTH IS 255 CHARACTERS.

DELETE: Enter 'D' and you will be asked 'NAME OF FIELD TO DELETE?'. Enter the field name. The field will be deleted and the new definition displayed along with the command line. WARNING: DATA PREVIOUSLY STORED IN THIS FIELD WILL BE LOST.

RENAME: Enter 'R' and 'FIELD TO RENAME?' will print on the screen. Enter the old field name. You will then be prompted for 'NEW NAME?' Enter the new field name (12 characters maximum). The new definition is then displayed with the command line.

LENGTH: Enter 'L' and you are asked 'FIELD TO CHANGE LENGTH?'. Enter the field name. You are then asked 'NEW LENGTH?'. Enter the new length (90 characters maximum). REMEMBER THE MAXIMUM RECORD LENGTH IS 255 CHARACTERS. The new definition is then displayed with the command line. WARNING: IF YOU SHORTEN THE FIELD LENGTH, YOU MAY LOSE SOME OF YOUR DATA.

EXIT: Enter 'E' and you are asked if you want to 'SAVE NEW DEFINITION? Y/N'. Any changes you have made to the database definition do not take place until you respond 'Y' to this prompt. This gives you a chance to change your mind. If you respond 'N' you are returned to the MAIN MENU with no changes to the database.

If you respond 'Y' the database will be reformatted with the changes. If you have asked for an ADD, LENGTH or DELETE operation the database will have to be rewritten. The prompt 'DRIVE NUMBER FOR NEW DATABASE' will appear. Enter the drive number for the new database. If you have only asked for a RENAME operation you won't see this prompt because the database does not have to be rewritten.

NOTE: If you have a large database the reformat operation may take a few minutes. If you have only one drive, make sure that you have enough space on the disk to hold two copies of the database. If your database takes up more than half the sectors on the disk, and you only have one disk drive, you cannot use the MODIFY OPTION unless you are creating a substantially smaller version of the database. During the reformatting of the database, previously deleted records are removed. The new database is saved as 'DBTEMP' and the new definition file as 'DBTEMP.FRM'. You will now have two copies of the database, the old and the new versions.

If you have two disk drives you can certainly use both drives for the creation of the new database. If your disk becomes full, and you have two drives, you can insert a new disk to continue the MODIFY operation. The continuation of the database on the second diskette will be treated as a separate database for all future processing.

Use ATARI DOS to rename or delete the

databases as you choose. Remember when you rename 'DBTEMP' do not use an extender in the name, and DO USE an extender of '.FRM' for the definition file. ALWAYS remember to BACKUP YOUR FILES!!! As a rule, keep at least three copies of large databases on separate diskettes to help avoid disaster.

ERROR MESSAGES

Most errors will be trapped by the software and a simple error message will be issued. There will be times, however, when the software cannot recover from some error condition. In this case the message 'IRRECOVERABLE ERROR (number) LINE (number)' will be issued. The number after the word 'ERROR' is the error number. The number should be in the range of 128 to 171. These are Operating System or Disk Operating System(DOS) error messages. Please refer to your Atari Disk Operating System Manual for an explanation of the error. If the error keeps occuring after your efforts to correct it, please document the problem and send it to XLENT SOFTWARE.

If you get an error number in the range of 1 to 40, other than number 5, please document the steps leading up to the error and send this information to XLENT SOFTWARE. Please include the error number and the line number.

ERROR NUMBER 5: If this error should occur it means the record count in the definition file does not match the actual record count in the database. This will happen if after entering records in the ENTER DATA Program you leave the program improperly by hitting system reset or otherwise. Always exit individual programs properly and this will not occur. This can also happen in the ACCESS Program after deleting records.

SYSTEM RESET will cause the computer to reinitialize itself and erase memory. Only hit this key if you have nothing to lose.

Glossary

Database - A way to organize information. In MegaFiler, information is organized into records and records are subdivided into fields. For example, a mailing list is a organized file of information.

Field or Data Field - The smallest unit of information, for example a first name or a last name or a phone number.

File - A set of related records, that is, information that have something in common.

Record - A collection of fields that relates to something. For example, a record could contain a person's first name, last name and address as fields.

XLENT SOFTWARE REPLACEMENT POLICY

This package is warrantied for 90 days from the date of purchase. If it is defective, please return the disk and we will replace it. To obtain a backup copy, please send $5.00 and the serial number of your disk. The $5.00 is to cover the cost of media and shipping. For those outside the U.S. and Canada, please include additional funds to cover postage.

DOUBLE DENSITY DRIVE OWNERS

MEGAFILER is available in a double density version. If you would like to run this version, please send us $10.00 for the disk.

ACKNOWLEDGEMENTS

The runtime package for MEGAFILER is licensed from Optimized Systems Software, Inc., San Jose, California. The runtime package is copyright 1984 by OSS. Unauthorized duplication is prohibited.

Many thanks to Jennifer Brabson for the cover art for MEGAFILER.

The documentation for MEGAFILER was produced using ATARIWRITER, MEGAFONT II and a Prowriter.

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We welcome any written comments or suggestions that will help us provide you with the software you want. Contact us at P.O. Box 5228, Springfield, Virginia 22150.

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The most fun you'll have with your printer. Our favorite program MegaFont updated. Now you can 1) Convert a character set created with a character set editor to a format that can be used with your printer. Eleven converted fonts are included on the disk. 2) Print text files using the special character sets created. 3) Print program listings with the Inverse and Graphics characters, including redefined character sets. 4) Dump Graphics 7+ and 8 screens in one fourth, on half and full page size to the printer in inverse or normal mode. 5) Type directly to your printer in any of several fonts. 6) List programs on separate sheets of paper. "MegaFont is the best vlue you can get..." Creative Computing, February 1984. MegaFont received an overall rating of "A" in The Atari Book of Software 1984. MegaFont II is even better!

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This is the best math drill program for the ATARI. Multiple skill levels keeps it challenging for all. Use your joystick or keyboard for answers. Answer from right to left or vice versa. Save your session and try again. Keeps tabs on perfect scores.
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XLENT Software
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Order Phone: (703) 644-8881

Type of Program
File Manager

Equipment Needed:

Atari Computer with 48K of memory
Disk Drive
Printer (optional)

MegaFiler features the following:

1. Menus and prompts which guide you through all the various functions with little need to look at the documentation.

2. Extensive error checking and recovery is included to help with responses and data entry.

3. Manipulates a file of data and produces various reports and displays based on your criteria to the screen or printer.

4. Records of up to 255 characters. Maximum of 15 fields of character or numeric data. Individual field length of up to 90 characters. Records can be added, updated, deleted, sorted and modified.

5. Option for repeating fields and a formula use when entering data.

6. Report generator prints user selected fields with option to sum numeric fields.

7. Label generator will print address style labels with user selected fields or personal labels.

XLEnt Software
P.O. Box 5228
Springfield, Virginia 22150
(703) 644-8881

Dear Customer,

Please insert this errata sheet at page 5 of your MegaFiler documentation. MegaFiler was written before we knew what the OSS runtime package would support. This is a plus and a minus. We have changed the menu to give you DOS capabilities, but at the same time we had to change the structure of the formula. This change should not detract from the usefulness of MegaFiler.

ERRATA SHEET

USING A FORMULA: A formula may be used to calculate a numeric field defined in the database using 1 or more existing numeric fields. For instance, if you have a field called COST and a field called TAXRATE, you may want to calculate a field called TAXCOST. TAXCOST = COST * TAXRATE. This formula can be entered into the program so that the calculation will be performed for every record entered. When you respond 'Y' to the question 'DO YOU WANT TO ENTER A FORMULA' you will be prompted with the question 'FIELD TO COMPUTE'. Enter the name of the numeric field to be computed, for example 'TAXCOST'. The numeric field must come from the list on the screen. You will then see the field name followed by '='. Now enter the formula here using the field names and the numbers (1-4) above the operators. End your formula by typing '&EXIT' to to the prompt for the operator. For example, for COST * TAXRATE, you would type 'COST' <RETURN>, '1' <RETURN>, 'TAXRATE' <RETURN>, '&EXIT' <RETURN>. The formula will then be entered into the program. When it comes time to enter data for the TAXCOST field just hit RETURN and the field will be calculated automatically. Computed fields are labeled 'COMP' when you are entering data.

The field to be calculated can also be used in the formula. For example, COST = COST + TAX. If you use the calculated field in the formula, this field must be the first one typed in for the formula. (Typing in the formula as COST = TAX + COST will give you wrong answers). It is also possible to make COST a repeating field, which could give you a running balance.

NOTE: The maximum number of fields usable in a formula is the total number of numeric fields. For example, if you have 5 numeric/dollar fields in your database, the formula can have 5 variables in it.

Valid Arithmetic Operators include:

*	Multiplication
/	Division
+	Addition
-	Subtraction

MegaFiler Secrets

Did you wonder why MegaFiler asks "LOAD AN INDEX FILE?" OR "CREATE A SUBFILE?"? These are 2 of the 3 undocumented features available in the newest release of MegaFiler. MegaFiler's secrets are: 1) DOS functions from the menu, 2) multiple level sorting and 3) subfile creation. Let's go through these one at a time.

DOS Functions: By selecting "D" from the main menu of MegaFiler, you are switched to a second menu that has the familiar functions of disk directory, format, erase, rename, etc. Select "0" from the second menu to return to the main menu.

Multi-level Sorts: MegaFiler handles sorting on more than one field by creating an index file. To create an index file, select "S" for SORT DATABASE from the main menu. There are prompts for the fields to sort and the number of positions to sort on. When MegaFiler is through sorting, it will ask for a filename to store the index. Then when you run the report generator you will be asked if there is an index file to load. Answer "Y" and you will be prompted for the filename from the SORT DATABASE option. Do not sort the key field while in the report generator. Sorting the key field will destroy the multiple level sort information.

Create a Subfile: What this feature lets you do is create another database. This feature is available to you from the Report Generator. If you answer "Y" to the "CREATE A SUBFILE" question, you will be asked for a filename. The new database that you create will only have the records that you have selected for the report.

*** DOS BUG ***

We've unconvered a DOS bug that can cause loss of 1 or 2 records when using MegaFiler. This can occur in the Enter data option if your records are shorter than 128 bytes. When exiting this option, DOS does not clear out the drive buffer. To avoid this problem, make sure your disk drive goes on (spins) before returning to the main menu.